

STATE OF TENNESSEE
TENNESSEE HIGHER EDUCATION COMMISSION
TENNESSEE STUDENT ASSISTANCE CORPORATION
312 ROSA L. PARKS AVE., 9TH FLOOR
NASHVILLE, TN 37243
(615) 741-3605

Director of Fiscal Policy

Application Deadline: June 16, 2023

Mission and Purpose of the PPR Bureau and Fiscal Policy Division

The Tennessee Higher Education Commission's Policy, Planning, and Research (PPR) bureau equips state government and higher education institutions with research-centered access, completion, and fiscal policies and best practices to help students attain a workforce-aligned postsecondary credential. Within the bureau, the Fiscal Policy division is tasked with developing policies that support affordable higher education opportunities for all Tennesseans resulting in the successful completion of high-quality, high-need workforce-aligned credentials.

Job Summary and Responsibilities

Over the last ten years, the Tennessee Higher Education Commission has led the nation in implementing innovative higher education finance policies that have proven to enhance access, completion, and employment opportunities for Tennesseans. Reporting to the Senior Director of Fiscal Policy, the Director of Fiscal Policy primarily supports the development of the annual higher education budget request and articulates that request to various programmatic, institutional, and governmental partners. Secondly, but equally as important, the Director identifies and recommends new policies and programs, opportunities for process improvement, and general strategic initiatives that will increase access and attainment of an affordable workforce-aligned college credential for Tennesseans.

Responsibilities include:

- Supporting the Fiscal Policy division in carrying out the Commission's policy agenda in alignment with the higher education master plan and the strategic financial plan. Providing materials, analysis, and presentations as appropriate to the Commission to assist in making informed decisions and to further the state's policy agenda.
- Developing, in partnership with the Senior Director, fiscal policy recommendations for the annual application of the outcomes-based funding formula, state appropriation, and the setting of binding tuition and fee ranges.

- Communicating with institutional chief financial officers, chief business officers, and other relevant stakeholders on issues pertinent to higher education fiscal policy.
- Providing, in partnership with the Senior Director, resources for better understanding the state's outcomes-based funding formula, appropriation cycle, and strategic financial plan goals to various stakeholders through production of relevant materials and trainings.
- Contributing to the completion of annual reports, including the SREB State-Data Exchange, SHEEO State Higher Education Finance Survey, and THEC Fact Book.
- Providing data and design support for research projects addressing areas of interest important to the Fiscal Policy Division, the Policy, Planning and Research Bureau, and the Commission overall.
- Conducting fiscal policy relevant quantitative and/or qualitative analyses to support innovative programs and policies for achieving the state's policy objectives.
- Presenting research furthering the state's policy objectives at national/regional academic/policy meetings.
- Providing fiscal data requests to internal and external partners in an accurate and timely manner.

Required Experience and Qualifications:

- Master's degree required; three additional years of experience in higher education policy or research, preferred.
- Preferred experience with federal, state, or postsecondary institution policy in the areas of budgeting, tuition and fee setting, performance funding, or student financial aid.
- Excellent presentation, communication, and writing skills; ability to synthesize disparate and comprehensive information into concise and coherent materials.
- Critical-thinker and problem-solver; goal-oriented with strong organizational skills; independent and self-motivated; ability to work well as a collaborative team member.
- Familiarity with data management, data analytic principles, and education fiscal policy perspectives.
- Proficiency with national databases, including the Integrated Postsecondary Education Data System (IPEDS), the College Scorecard, and US Census Bureau American Community Survey (ACS).
- Advanced proficiency with Microsoft Excel; proficiency with statistical software packages, like Stata, SPSS, R or others and/or data management systems, like SQL Server, preferred.

Anticipated Salary and Benefits:

The starting salary for this position is \$70,000-\$85,000 and is commensurate with qualifications. This position offers a competitive benefits package that includes health, dental, life insurance, and paid vacation and holidays.

About the Tennessee Higher Education Commission

The Tennessee Higher Education Commission is relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. The Director of Fiscal Policy works within the Fiscal Policy

division of the Policy, Planning and Research Bureau to establish affordable higher education opportunities for all Tennesseans that result in the successful completion of a high-quality, high-need credential. The Fiscal Policy division is within the Policy, Planning, and Research bureau, which includes the Research and Strategy division. Additional information about THEC may be found at www.tn.gov/thec.

Location

In-person attendance at THEC/TSAC offices, higher education institutions, or other locations, as determined by agency leadership, will be required.

How to Apply

Please submit a cover letter, resume, and contact information for three references via email to THEC.HR@tn.gov by **Friday, June 16th, 2023**.